Rudy & Kelly Academy, A Paul Mitchell Partner School

INSTITUTIONAL REFUND POLICY

This policy applies to all terminations for any reason, by either party, including Student decision, course or program cancellation, or School closure.

Any monies due the Student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A Student is not accepted by the School. This Student shall be entitled to a refund of all monies paid to the School except a non-refundable application fee of $25.00.
- A Student (or in the case of a Student under legal age, his/her parent or guardian) cancels their Agreement and demands their money back in writing, within three (3) business days of signing the Enrollment Agreement. In this case all monies collected by the School shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the Student has actually started training.
- A Student who cancels their contract after three (3) business days of signing the Agreement but prior to entering classes is entitled to a refund of all monies paid to the School less a non-refundable application fee of $25.00.
- A Student notifies the School of their official withdrawal in writing.
- A Student is expelled by the School.
- For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the School administrator/owner in person.
- Monies paid for student kit is nonrefundable unless the Student cancels within three (3) business days of signing the Enrollment Agreement or the Student cancels prior to entering class.

Any monies due a Student who unofficially withdraws from the School shall be refunded within 45 days of a determination by the School that the Student has withdrawn without notifying the School. Unofficial withdrawals are monitored every 15 days and a determination is made to withdraw a Student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the Student’s actual last date of attendance.

When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the School may adjust the refund table distribution to match the amount of tuition retained to the % of scheduled hours attained at the time of withdrawal.

All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the Enrollment Agreement.

For a Student on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the School that the Student will not be returning.

If a course and/or program is cancelled subsequent to a Student’s enrollment, and before instruction in the course and/or program has begun, the School shall either provide a full refund of all monies paid or provide completion of the course and/or program.

If a course and/or program is cancelled and ceases to offer instruction after the Student has enrolled and instruction has begun, the School shall either provide a full refund of all monies paid or provide completion of the course and/or program.

If the School closes permanently and no longer offers instruction after a Student has enrolled and instruction has begun, the School will provide a pro rata refund of tuition to the Student.

The following refund table distribution is used for all applicants due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

a. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.

b. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.

c. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.

d. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.